



**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

**AGENDA
Planning Committee
Tuesday, December 9, 2025
9:00 a.m.
Boardroom
375 11th Street
Oakland, CA 94607**

***** Please see appendix for public participation instructions*****

Committee Members: Directors Valerie D. Lewis {Chair}, April Chan, and Luz Gómez

ROLL CALL:

PUBLIC COMMENT: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

DETERMINATION AND DISCUSSION:

1. Wastewater Interceptor Master Plan (Mutsuddy)
2. Records Retention Schedule Update (Cole)

ADJOURNMENT:

Disability Notice

If you require a disability-related modification or accommodation to participate in an EBMUD public meeting please call the Office of the Secretary (510) 287-0404. We will make reasonable arrangements to ensure accessibility. Some special equipment arrangements may require 48 hours advance notice.

Document Availability

Materials related to an item on this agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11th Street, Oakland, California, during normal business hours, and can be viewed on our website at www.ebmud.com.



APPENDIX

Planning Committee Meeting

*EBMUD Board committee meetings will be conducted in person and via Zoom.
These meetings are recorded and live-streamed.*

Online*

<https://ebmud.zoom.us/j/94576194030?pwd=dWZlc3hNU3JNUVBQYmNKWjJSNVZQdz09>

Webinar ID: 945 7619 4030

Passcode: 925293

By Phone

Telephone: 1 669 900 6833

Webinar ID: 945 7619 4030

Passcode: 925293

International numbers available: <https://ebmud.zoom.us/u/kdmpbw1g2>

*To familiarize yourself with Zoom, please visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Providing public comment - *The EBMUD Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.*

- Each speaker is allotted 3 minutes to speak; the Committee Chair has the discretion to amend this time based on the number of speakers
- The Secretary will track time and inform each speaker when the allotted time has concluded
- Comments on **non-agenda items** will be heard at the beginning of the meeting
- Comments on **agenda items** will be heard when the item is up for consideration
- The Secretary will call each speaker in the order received

In person

- Fill out and submit a blue speaker card which is available in the meeting room

Via Zoom

- Use the raise hand feature in Zoom to indicate you wish to make a public comment
<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>
 - If you participate by phone, press *9 to raise your hand
- When prompted by the Secretary, please state your name, affiliation if applicable, and topic

Submitting written comments or materials

- Email written comments or other materials for the Board of Directors to SecOffice@ebmud.com
- Please indicate the meeting date and agenda item number or non-agenda item topic in the subject of the email. Contact information is optional.
- **Please email by 4 p.m. the day prior to the scheduled regular meeting;** written comments and other materials submitted to the Board of Directors will be filed in the record.

To observe the Planning Committee Meeting,
please visit: <https://www.ebmud.com/about-us/board-directors/board-meetings/>

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: December 4, 2025

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager *CCC*

FROM: Amit K. Mutsuddy, Director of Wastewater *AM*

SUBJECT: Wastewater Interceptor Master Plan

SUMMARY

The Interceptor Master Plan (IMP) provides a comprehensive assessment of the Wastewater System's large-diameter interceptor pipelines, force mains, and pump stations. The IMP identifies vulnerabilities, prioritizes rehabilitation needs, and recommends projects. Three projects were identified and are recommended for inclusion in the Wastewater System's next 10-year Capital Improvement Program (CIP) beyond the work already planned. The IMP also includes a long-term inspection program. The IMP will be discussed at the December 9, 2025 Planning Committee meeting.

DISCUSSION

The Wastewater System's interceptor pipes, force mains, and pump stations (collectively known as the Interceptor System) are critical components for conveying wastewater from customers to the Main Wastewater Treatment Plant. There are 29 miles of interceptor pipes, 8 miles of force mains, and 15 pump stations. Most of the interceptor pipelines (12 inches to 9 feet in diameter) were constructed in the 1950s, and reinforced concrete was used for the larger diameter pipes (over 36 inches). The concrete is susceptible to corrosion due to sewer conditions. Failure of any interceptor segment could result in major impacts, including sinkholes and sewer overflows that trigger regulatory violations. Recent data and observations show corrosion is accelerating due to lower flows and other factors, underscoring the need for rehabilitation and sustained monitoring.

In 2022, two sinkholes were discovered that resulted from corrosion and top (or crown) failures in the interceptor pipes. These incidents triggered emergency declarations and immediate rehabilitation work. Subsequent inspections of other high-risk segments identified additional degradation, with some needing emergency repairs. The emergency repairs were completed by summer 2024. This experience highlighted the need for a long-term, proactive plan to assess and rehabilitate the Interceptor System before failures occur.

The IMP was initiated in 2024 to conduct comprehensive inspections of the highest risk assets, perform corrosion modeling and risk assessments, and prioritize rehabilitation projects. The

highest risk and most critical assets were prioritized for inspection. Inspection findings were integrated with the corrosion modeling and consequence of failure analysis to assign a risk score for each asset. Assets were then ranked by risk, and rehabilitation projects were selected from the highest priority needs.

Three new projects were identified that previously had not been included in the CIP – the South Interceptor between Dennison and 22nd Avenue (downstream a previous emergency) project (Oakland), the North Interceptor on 2nd Street between Jones Street and Virginia Street (Berkeley), and the South Interceptor along Coliseum Way and downstream of Kevin Court (Oakland).

The IMP also recommends a long-term inspection program that defines inspection methods and frequencies that enables risk rankings to be updated as new condition data is collected. Routine monitoring will proactively identify new segments experiencing corrosion. The inspection frequency will be tailored to the condition of each segment, with higher-risk or poorer condition segments inspected more frequently, potentially on an annual cycle. Recommended inspection methods include low-effort methods (e.g., pole-mounted cameras and 360-degree cameras lowered into maintenance holes) that generate high volumes of data without outages or operational disruption. These results will guide where more thorough inspections are needed, including closed-circuit television cameras or manned entry. Annual inspection of at least 10,000 linear feet will be conducted, and findings will inform the following year's inspections, ensuring the CIP is based on the most current data.

The rehabilitation program for the Interceptor System continued to address known priorities while the IMP was in progress. Rehabilitation of the North Interceptor in Emeryville has been completed, with 2,500 linear feet of cured-in-place pipe installed in the system's worst condition segment. Pump Station H Rehabilitation Phase 2 (Oakland) is in construction and will be completed in 2027. Two more interceptor segments are in design and will be constructed in 2026 – one in Alameda along Constitution Way south of the Webster Street tunnel and the second is near the Oakland Coliseum adjacent to previous emergency repairs. The 10-year CIP includes six more large-diameter interceptor pipeline rehabilitation projects, three pump station rehabilitation projects, and a new force main that will cross the channel between Bay Farm Island and Alameda. In total, the 10-year CIP includes \$112 million for the Interceptor System.

NEXT STEPS

The District will continue rehabilitation efforts and will add the three new large diameter sewer rehabilitation projects to the 10-year CIP during the next capital budget development cycle. The first year of recommended inspections will begin in late spring 2026, with approximately 10,000 linear feet of inspections planned.

CCC:AKM:gdw

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: December 4, 2025

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager *CCC*

FROM: Rischa S. Cole, Secretary of the District *RC*

SUBJECT: Records Retention Schedule Update

SUMMARY

The District's current Records Retention Schedule (RRS) was developed and adopted by the Board in 2012 and was last updated in 2016. Staff began working with a consultant in 2023 to update the RRS to reflect current business practices, technology systems, legal requirements, and operational needs. Staff will provide an update on this item at the December 9, 2025 Planning Committee meeting.

DISCUSSION

The Board adopted the RRS in June 2012 and delegated authority to the General Manager to approve future amendments to meet the operational needs of the District. However, given the scope of the current update, staff will present the updated RRS for Board consideration and adoption. The RRS is the District's legal authority for the maintenance, storage, and eventual disposition of records. It lists each type of record created in the performance of District business and identifies how long records must be kept and when they can be destroyed. The Secretary of State's *Local Government Records Management Guidelines* recommend that local agencies review their RRS at least every five years. Staff began reviewing the District's RRS for updates in 2022.

Having a current RRS promotes good recordkeeping, supports organizational efficiency, improves transparency, and reduces unnecessary storage costs and risk. In addition, a current RRS ensures that vital records and documents of historical importance are properly maintained. As part of this update, staff is drafting a Districtwide records management policy which will provide direction to staff on managing District records.

Records Management staff supported all departments in completing records inventories and developing file plans, which were used to review and update the current RRS. Staff submitted the first draft RRS to the consultant in 2024, and the consultant returned a draft with recommendations. Staff has made extensive revisions to the consultant's draft and provided updated departmental schedules to the consultant to verify retention periods. Staff is also meeting with departments to confirm their schedules and address any questions. The updated RRS

organizes record series by department, includes a list of record series that serve an administrative function Districtwide, as well as the legal bases for minimum retention periods, as required by federal, state, regional and/or local governmental agencies.

NEXT STEPS

The consultant will prepare a draft RRS by mid-December. Staff will review the draft, and the consultant and staff will finalize the RRS. The RRS will be presented for consideration by the Board in spring 2026. The Districtwide records management policy will go through the District review process including a review by the Finance/Administration Committee and consideration by the Board in spring 2026.

CCC:RSC